



# Evernote: Before, During and After Lessons

## How do Educators Use Evernote in Education?

- Create Notebooks (like a real notebook) and create notes inside each of them
- Develop or Save classroom Templates such as assessment rubrics
- Keep all your notes and ideas
- Lesson Planning
- Lesson or Unit planning: annotated resources including web links, pdfs, pictures etc
- Record details of Meetings (audio record and/or take notes, attach documents distributed) and Share (email)
- Share a Notebook with other teachers, assistants or subs so everyone can access from their own device
- Create a Public Notebook that you can share (via the URL) with your students and their parents to showcase a Unit of work or projects
- Record student work in progress (audio note, annotations, snapshots or uploaded photos) that can be used in Conferences (create a Student Notebook, and note for each of your student at the start of the Semester or Year).
- Grading: keep scanned copies of graded work for reference
- Post Notes to Twitter or Facebook
- Email Notes

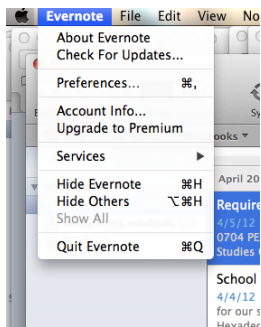
## Startup Guide:

**Note** : A single item stored in Evernote.

**Notebook** : A container for notes.

**Sync** : The process by which your Evernote notes are kept up to date across all of your computers, phones, devices and the Web.

**Account** : A username and password that allows Evernote to identify your notes and make them available to you anywhere.



## Install Process

### Step 1: Download Evernote

Go to your Applications Folder (Mac) and check that you have Evernote (if not go to <http://evernote.com/> and download it)

### Step 2: Update your existing copy

Click Evernote > Check for Updates (left)

### Step 3: Create an Account (right) ([www.evernote.com](http://www.evernote.com))

## Create an Evernote Account

Evernote helps you remember everything across all the computers, phones and tablets you use.



**Capture anything**  
Save your ideas, tasks, projects, files, research, and more.



**Access anywhere**  
Evernote makes all of your memories available anywhere you go.



**Find everything fast**  
Search by keyword, tag, and even find text inside images.

### Create an Account

or [Sign in](#)

Email address

Username

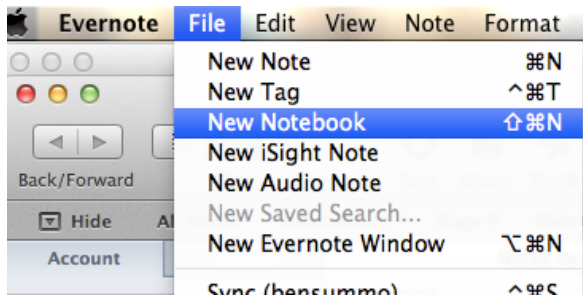
Password

Enter the numbers below

By clicking register you are agreeing to our [Terms of Service](#) and confirming that you are at least 13 years old.

[Register](#)

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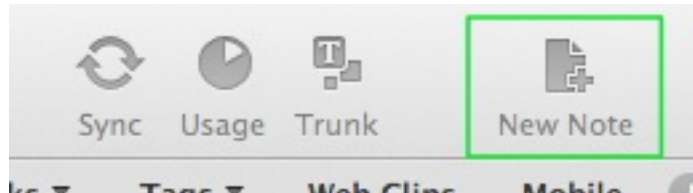


## Step 4: Create a Notebook (left)

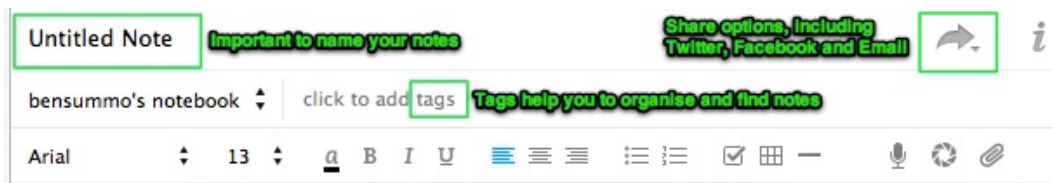
In Evernote you can create Notebooks. Think of these like a traditional Notebook that you and students might otherwise keep for each course or subject they study. Go to File > New Notebook > *name*

## Step 5: Create a New Note

Inside each notebook, individual 'notes' can be created.



## Step 6: Basic editing



## Step 7: Adding an Image

There are a few ways to add images to an Evernote. By far the easiest is the DRAG AND DROP Method.

Simply drag and drop an image directly from your Folder, or from a web site directly into the body of your Note. That's it! You're done. An advantage of using a Mac is that you can also drag and drop directly onto the Evernote icon on your Dock.

Go to: <http://thefishbowl.phoenix.wikispaces.net/Evernote> for a list of all sources used in preparing this Professional Development session.



## "Evernote: Before, During and After Lessons"

created by Korea International School EdTech team for teacher Professional Development  
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